

Classification Title: Nutritionist Supervisor

FLSA Status: Exempt

BRIEF DESCRIPTION: Supervises nutritionists and laboratory staff. Coordinates nutrition services for clients in clinics, regional health centers and in the community. Provides consultation to health care providers and direct nutrition assessment and consultation to clients.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Supervise staff providing direct client service. Plan and conduct staff orientation and training. Provide guidance and instruction regarding work assignments and performance expectations. Evaluate staff performance via quality assurance reviews and activity reports. Develop and conduct staff training based on identified need.
2	L	Establish long and short-term goals, objectives, priorities and standards for program. Develop policy and procedure manual and quality assurance standards for program.
3	L	Provides direct patient care by completing client health assessments and determining nutrition needs. Reviews medical and social history. Consults with agency and medical providers to discuss plan of treatment. Discusses treatment plan with clients and provides nutritional education information for review. Follows up with clients to determine progress and answer questions.
4	L	Plans, conducts and evaluates programs which promote health nutrition and physical activity which could include seminars, workshops, health fairs and employee wellness programs.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Nutrition.
Experience	Three years of experience as a nutritionist.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Certification as a Registered Dietician.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Measuring devices, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
X Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

None.